

DDA

ODP-0-461
15 APR 1980

MEMORANDUM FOR: Chief, Management Staff, DDA

FROM :
Chief, Management Staff, ODP

SUBJECT : "Hard" 1980 Unfunded Requirements

REFERENCE : Your Memo, dtd. 28 March 1980, Same
Subject, (DDA 80-0818)

As of this date ODP does not have any "hard" unfunded requirements and none are projected during the remainder of the fiscal year. In addition, we do not have any excess non-personal service funds. However, to satisfy some of our requirements reprogramming approval will be required. We plan to initiate the necessary reprogramming action to support our current 1980 plans within the next 30 days.

STATINTL

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DDA 80-0818

28 MAR 1980

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Security
Director of Training
Chief, Information Services Staff

STATINTL

FROM:



Chief, Management Staff, DDA

SUBJECT: "Hard" 1980 Unfunded Requirements

1. The Directorate has two avenues open to it to fund those activities that are either not budgeted or are underbudgeted. The first course is to solve our own problems. The second course involves formally requesting Agency assistance through the Comptroller. Comptroller rules for seeking assistance with unfunded requirements are straightforward:

a. The unfunded requirement must exceed \$100,000; and

b. The requirement must be "hard," that is to say that it must represent an action or a payment that must be accomplished. The Agency has no option not to take an action or make a payment when the unfunded requirement is hard.

2. This year, 1980, has already been a difficult budget year. It may well get more difficult. We have already been required to solve some of our funding problems and have just submitted a long list of hard unfunded requirements to the Comptroller. The Comptroller's dilemma in 1980 is the absence, so far, of Agencywide savings that can be used to solve hard unfunded needs. Historical "year-end" savings may not materialize this year because of severe fiscal pressure being applied Executive Branch-wide by OMB.

3. In the face of this forecast we need to take a fresh look at our 1980 budget situation. Please provide the following information so that we can aggregate and format it for review by the DDA and the ADDA:

a. Each 1980 unfunded requirement that, as of the date of your submission, meets the definition of a "hard" unfunded need. Describe the unfunded requirement and explain why it must be accomplished in 1980. If it is a time sensitive need, tell us what the "drop-dead" funding date is--the date beyond which you, or you and a contracting

officer together, cannot utilize the funds. Also provide an assessment of the impact on you and/or your customer(s) if the funding is not made available so that (1) the DDA can establish Directorate priorities and (2) he can defend our needs in the Comptroller meeting forum;

b. All budgeted non-personal services funds that are excess to your needs. We need to know the amount of the excess, the purpose for which it was initially budgeted, and the reason that it is now excess to your needs;

c. A forecast of unfunded requirements through to 30 September 1980 that do not now meet the definition of "hard" unfunded but may become hard later in 1980. Please provide the same information as in paragraph a above, together with your best estimate of when it will become "hard" and why; and

d. An itemization of your unfunded requirements that are individually less than \$100,000 that we will have to solve ourselves. We need to know what and how much the requirement is and how you plan to solve it.

4. We need your responses to this request by 14 April 1980 so that we can get Don ready for the April Comptroller's meeting. Please call or me if we can be of help.

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